

NOTICE OF VACANCY
October 27, 2021

POSITION: Assistant Director of Public Health

DEPARTMENT: Health

STARTING SALARY: \$96,536.00 – \$108,272.00

HOURS: Monday, Wednesday, Thursday 8:30 am to 5:00 pm
Tuesday 8:30 am to 7:00 pm
Friday 8:30 am to 2:00 pm
Evenings and Weekends as needed

Statement of Duties:

The employee is responsible for the administrative, technical and supervisory management and oversight of the Public Health Department. This position assists the Director in all duties that address the public health needs of the community and advance the Department's strategic goals and objectives. The employee functions as the head of the Department in the absence of the Director and performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists Director with all department operations including Environmental Health, Community Health and Public Health Nursing services
- Assists Director with a variety of staff oversight responsibilities including recruitment, hiring, qualitative performance reviews, and discipline
- Assists Director with all aspects of annual budget development, management, reporting and presentation
- Assists with the development and implementation of short and long-term goals and objectives for the department
- Works directly with state and local agencies to ensure compliance with statutory regulations
- Supports Director through oversight of; enforcement of state a local regulation for all permitted establishments and facilities, investigation of complaints and potential public health infractions, regulatory analysis of hazardous waste and environmental justice sites, emergency preparedness and response, communicable and infectious disease investigation and response, community health initiatives, grant implementation and reporting, public health education and training and other activities as required
- Hires and oversees consultants and contractors as necessary
- Develops responses and reports as required by the Board of Health, Mayor, Chief Operating Officer, Chief Financial Officer, and City Council related to public health services operations

- Attends regular Board of Health meetings
- Represents the Department at meetings, forums, conferences or in other public settings
- Maintains excellent working relationships with internal and external colleagues to advance public health initiatives
- Meets all Freedom of Information Act requests and participates in training to act as Records Access Officer for the department
- Attends training seminars and workshops in order to maintain current knowledge of public health service practices and regulations as well as to maintain required certifications/licenses.
- Performs similar or related work as required, directed or as situation dictates.

Education and Experience:

Position requires a Master's degree in public health or a closely related field, and seven to ten (7-10) years' professional experience in a public health setting; or any equivalent combination of education and experience. Possession of a valid motor vehicle operator's license for the state of Massachusetts.

Knowledge, Ability and Skill:

Knowledge: Knowledge of current public health issues, principles and practices. Knowledge of Massachusetts public health regulations, health promotion and disease prevention strategies, health education models and population-based approaches. Knowledge of the municipal administration process, functions of municipal government, interaction between local government, state government, and federal government.

Ability: Ability to effectively communicate and advance the goals and objectives of the Public Health Department. Ability to read, analyze, and interpret public health information and data. Ability to prioritize and manage multiple complex projects at once. Ability to plan, organize and collaborate with others. Ability to establish and maintain effective cross-sector relationships. Ability to delegate responsibility appropriately.

Skill: Excellent planning and organizational skills. Excellent employee relations and customer service skills. Strong supervisory and interpersonal skills. Proficient computer skills. Strong written and oral skills.

Supervision Required: Under the general supervision of the Director of Public Health and in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and City ordinances. Employee functions independently, referring specific problems to the Director only when clarification or interpretation of policies or procedures is required.

Supervisory Responsibility: Works with Director of Public Health to supervise all department staff.

Confidentiality: Employee has access to confidential information in accordance with the State's Public Records Law such as official personnel files, department and client records related to communicable diseases, and lawsuits. Employee has access to department-related confidential and/or sensitive information including protected health records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.

Judgment: Varied and responsible duties require the exercise of judgement and initiative, particularly in situations not clearly defined by precedent or established procedures.

Complexity: Employee is part of the senior leadership team of the City government and the department. Employee is expected to lead, manage, and guide departmental staff. The work consists of a communication, coordination, discussion, and relationship building with other City departments and a wide variety of external stakeholders. Employee is expected to have excellent communication and coordination skills to achieve departmental goals.

Accountability: Employee has access to confidential information including health records, pending public health-related investigations and other sensitive information. Errors in this position could result in loss of service and have financial and/or legal ramifications.

Occupational Risk: Work is performed under typical office conditions; work environment is moderately noisy. Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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www.framinghamma.gov/jobs

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